



Job Description Template

Job Title: Administrative Assistant I	Department:
Supervisor/Manager's Title:	
Author of Job Description: Human Resources/Sibson	Date: 11/1/2018

Job Summary

In 3 – 4 sentences, briefly but specifically, summarize the primary purpose of the job.

Provides general administrative support within academic or administrative offices. Receives screens and directs incoming calls, visitors, mail and e-mail. Prepares and maintains files and records according to established guidelines. Uses business software applications (e.g., word processing, presentation and spreadsheet) to prepare standard correspondence. Arranges business travel, coordinates meeting arrangements, and completes and tracks expenses and other budgetary transactions.

This job description represents an overview of the essential functions of this job. This is not a complete listing of all required duties. Specific duties may vary over time to meet the needs of the College.

Essential Functions

List up to six **essential functions** of the job in the space provided below, indicating the **most important** first, and the approximate percentage of time spent on each function over the course of a year. Only list the duties or responsibilities that require 10% or more (equivalent to half of a day per week or 5 weeks per year) of the job's time.

Total must equal 100%. If not please adjust your entries.

1. Responds directly to typical or foreseeable issues. Assists in scheduling events for department or division. Answers general and routine questions from faculty or students and directs more specific or unusual questions to the correct person or resources.

30 % of Time

2. Prepares and maintains files according to established guidelines. Makes copies shares materials through various print and electronic mediums. Completes and tracks budgetary transactions and works with the Accounting office to resolve any routine budgetary inconsistencies.

30 % of Time

3. Schedules and confirms appointments for individuals. Orders office supplies and maintains inventory and arranges travel. Works with appropriate College offices to schedule or resolve issues regarding new employees or students, setup space and equipment.

20 % of Time

4. Composes routine emails and prepares basic correspondence. Proofs documents created by self and others.

10 % of Time

5. May supervise work-study students in performing more routine tasks.

10 % of Time

6.

Work Hours and Travel

Select all that apply.

- ☐ Required to be on campus during core days/hours of *(please describe)* _____
- ☐ Work hours and location may be flexible under some circumstances *(please describe)* _____
- ☐ 12 month ☐ Summer off Number of weeks off: _____
- ☐ Part-time (specify): _____
- ☐ Evening, holiday, or weekend work required
- ☐ Occasional, *please describe*: _____
- ☐ Regular, *please describe*: _____
- ☐ Periods of high volume/work load, *please describe*: _____
- ☐ Occasional travel required. *Please describe distance, frequency, trip duration, etc.*

Computer and Software Skills

Select all that apply to this job's requirements. Please provide additional comments if appropriate.

	Level of Proficiency					Comments
	Required	Preferred	Basic	Intermediate	Advanced	
Microsoft Office Excel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Microsoft Office Outlook	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Microsoft Office PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Microsoft Office Word	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Web Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Statistical Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jenzabar Software	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Supervisory Responsibilities

Indicate the type and scope of supervisory responsibilities of this job. **Select only one.**

- ☒ Not responsible for supervising others (students, staff, administrator employees)

Non-Students

- ☐ Assigned Lead (non-students): May recommend the following: employee hiring; disciplinary action and input on performance evaluations.
- ☐ Supervises work of others (non-students), including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Students

- ☐ Assigned Lead (students): May recommend the following: employee hiring; disciplinary action and input on performance evaluations.
- ☐ Supervises work of others (students), including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for students. Plans organizational structure and job content.

Budget Responsibilities

Please describe the job's involvement in the budget process:

Not applicable.

Education

Indicate the **minimum** level of education generally necessary to effectively handle the job's essential functions. **Select only one minimum educational level.** If the preferred level differs from the required, please state in the comments section. The required education level may differ from current employees in this position.

Required	Level of Education	Field of Study
<input checked="" type="checkbox"/>	High school diploma or GED	
<input type="checkbox"/>	Vocational or technical training	
<input type="checkbox"/>	Some College	
<input type="checkbox"/>	Bachelor's degree	
<input type="checkbox"/>	Master's degree	
<input type="checkbox"/>	Doctoral degree	

Comments:

Work Experience

Indicate the minimum level of work related experience required to effectively perform the job's responsibilities. This is not necessarily the same as the incumbent's experience. **Select only one.**

- ☐ Less than 12 months ☐ 3 – 5 years ☐ More than 8 years
☒ 1 – 3 years ☐ 5 – 8 years ☐ Other: _____

Knowledge

Please describe any specific knowledge, skills, or accountabilities needed to perform this job in the space provided.

Typically has 1 – 3 years of prior office experience. Proficient in operating standard office equipment (e.g., phones, printers, copiers, fax). Demonstrates intermediate skills in Microsoft Outlook and Internet Explorer, basic skills in Microsoft Word and may perform data entry into databases.

Collaboration/Service

Please describe the nature of collaboration and/or service to others required by the job and whether this occurs internally (with others at the College) or externally (with students, parents, donors, general public, vendors, media, other institutions, etc.)

Contacts are mainly internal to the organization or division performing job duties and has limited contact with external constituents. If in academic unit/depart, answers basic/intermediate questions from students. Able to triage questions and direct to the appropriate individual. Greets external visitors and directs them to the correct location. Answers external phone calls and directs inquiries correctly within the organization. Dispenses information (e.g. brochures and catalogs).

Decision Making

Indicate the type of impact of the decisions typically made by this job. **Select only one.**

- ☒ Decisions generally affect own job or specific functional area.
- ☐ Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department.
- ☐ Decisions have major implications on the management and operations of an area within a department. Job may contribute to important strategy, operational and business decisions that affect the department.
- ☐ Decisions have significant, broad implications for the management and operations of a division. Job contributes to decisions on the overall strategy and direction of the College.

Please provide specific example(s) of the typical decisions:

Problem Solving

Indicate the nature of problems regularly encountered by this job. **Select only one.**

- ☒ Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures.
- ☐ Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.
- ☐ Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Please provide specific example(s) of the nature of problems regularly encountered by this job:

Independence of Action

Indicate the job's general degree of independence of action. **Select only one.**

- ☒ Work is closely monitored by supervisor/manager; detailed instructions and procedures are generally provided.
- ☐ Work progress is monitored by supervisor/manager; incumbent follows precedents and procedures, and may set priorities and organizes work within general guidelines established by supervisor/manager.
- ☐ Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems.
- ☐ Results are defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Please provide specific example(s) of the job's general degree of independence of action:

Physical/Environmental Demands

Indicate the typical physical and/or environmental demands required to effectively handle the job responsibilities and their frequency. **Select only one.**

☒ Office environment/no specific or unusual physical or environmental demands

☐ Describe any unusual situations:

		Often	Sometimes	Rarely
Physical Effort	Vision and hearing abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Heavy lifting, carrying, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Extensive standing, walking, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Conditions	Exposure to all weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exposure to hazardous materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Information

Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of the job.

Molloy College, an independent, Catholic college rooted in the Dominican tradition of [study, spirituality, service and community](#), is committed to academic excellence with respect for each person. Through transformative education, Molloy promotes a lifelong search for truth, the development of ethical leadership and respect for colleagues.

All Molloy College employees are expected to display an understanding of and a commitment to the College's mission and core values; foster relationships with a spirit of inclusivity, compassion and respect; appreciate and celebrate differences and support a welcoming and hospitable environment that is responsive and helpful to all members of the Molloy community and beyond.

Please sign below and send to Human Resources.

Reviewed by:

Date:

Received in HR by:

Date:

FOR HUMAN RESOURCES ONLY

Date of JD:

Position Control #:

HR Review:

IPEDS Code:

Pay Band/ Range:

FLSA Code: